

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF AUGUST 12 – 16, 2013

MONDAY, AUGUST 12, 2013

*4:30 pm	Neville Public Museum Governing Board	Third Floor Board Room 210 Museum Place
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TUESDAY, AUGUST 13, 2013

*11:15 am	Nicolet Federated Library System – Executive Committee	Kress Family Branch Library 333 N. Broadway, De Pere
*12:00 pm	Nicolet Federated Library System – Board of Directors	Kress Family Branch Library 333 N. Broadway, De Pere

WEDNESDAY, AUGUST 14, 2013

(No Meetings)

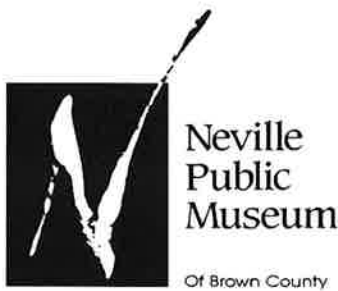
THURSDAY, AUGUST 15, 2013

*8:00 am	Criminal Justice Coordinating Board	Room 201, Northern Building 305 E. Walnut Street
*5:15 pm	Library Board	Ashwaubenon Branch Library 1060 Orlando Drive
*5:30 pm	Education and Recreation Committee	Room 200, Northern Building 305 E. Walnut Street

FRIDAY, AUGUST 16, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

August 12, 2013

4:30 p.m.

Neville Public Museum
Third Floor Board Room

- I. Call meeting to order
- II. Approve/modify agenda
- III. Approve minutes from last Governing Board meeting, June 10, 2012
- IV. Update and discussion, pending Brown County Resolution for utilizing excess general fund reserves to finance museum planning efforts
- V. Update and discussion, changes to museum table of organization and personnel
- VI. Update and discussion, upcoming centennial kick-off event, Sept. 10, 2013
- VII. Update and discussion, FY 2014 Brown County budget and implications for museum operations
- VIII. Such other matters as authorized by law
- IX. Adjournment

Kevin Kuehn, Chair

Please contact Rolf Johnson at 448-7843 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a meeting of the **Executive Committee** of the Board of Trustees of the Nicolet Federated Library System will be held on **Tuesday August 13, 2013 at 11:15 a.m.** at the **Kress Family Branch Library**, 333 N. Broadway, De Pere, WI 54115.

Executive Committee Members:

Cheryl Maxwell
Ken Harter
Sandy Ryczkowski
Gina Reinardy
Rosetta Stern

Other Board members: Agenda for your information.

AGENDA

1. June 12, 2012 Minutes.
2. Review of the NFLS 2012 audit by Tom Karman of Schenck, SC.
3. Other Business.
4. Adjourn.

Cheryl Maxwell
NFLS Board President

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda.
Please call 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920-448-4410 at least two days prior to the meeting so that arrangements can be made.

Enclosure: June 12, 2012 minutes.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, August 13, 2013 at 12:00 p.m.**, at the **Kress Family Branch Library**, 333 N. Broadway, De Pere, WI 54115.

AGENDA

1. Welcome and Introductions.
2. Lunch.
3. Agenda Revisions.
4. Open Forum.
5. June 11, 2013 minutes.
6. Reports:
 - 6.1 President – Cheryl Maxwell
 - a) Executive Committee Report
 - 6.2 Treasurer - Sandy Ryczkowski
 - 6.3 Director – Mark Merrifield
7. NFLS 2012 Audit – Tom Karman, CPA, Schenck.
8. OWLSnet Report – Gerri Moeller.
9. Member Library Report – Stephanie Weber, Florence County Library.
10. 2013 Budget Revisions.
11. SRLAAW System Configuration Final Report.
12. New business.
13. Adjourn.

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Please call 920 448-4410 if you cannot attend this meeting.

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Attachments:
Minutes: 6/11/13
Director's Report
Rev & Exp April, May and June

Draft NFLS Audit 2012
SRLAAW System Reconfiguration Final Report

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Judge Thomas Walsh

CRIMINAL JUSTICE COORDINATING BOARD

Thursday, August 15, 2013

8:00 a.m.

Room 201, Northern Building

305 E. Walnut Street

1. Call meeting to order.
2. Approve/modify agenda.
3. Approve/modify minutes of May 29, 2013 meeting.
4. Mental Health Court (Judge Zuidmulder).
5. Presentation on issue of Heroin in our community.
6. Discuss action plan on the issue of Heroin.
7. Adjourn.

Judge Thomas Walsh, Chair

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LIBRARY

Brown County

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

NOTE LOCATION: Ashwaubenon Branch Library

1060 Orlando Drive

Thursday, August 15, 2013

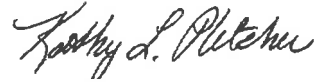
5:15 p.m.

AGENDA

1. Call to Order
2. Consent Items (5 minutes)
 - a. Approve/modify agenda
 - b. Approval of minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Report from Museum-Library Taskforce (5 minutes)
5. Strategic Planning Discussion (30 minutes)
6. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Budget Adjustment for Professional Services and Design Work
 - d. 2014 Budget
 1. Approve Budget Initiatives
 - e. Facilities Report
 1. Progress Report on Cellcom Children's Vegetable Garden
 2. Library Locations (15 minutes)
 3. Update on Various Projects
7. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
8. Old Business (5 minutes)
 - a. Adjacent County Billing
9. Personnel
10. President's Report (5 minutes)
11. Director's Report – questions/clarifications (5 minutes)
12. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation.

13. Such Other Matters as are Authorized by Law (5 minutes)
14. Meeting Summary/Next Meeting Planning (5 minutes)
15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



**Kathy L. Pletcher
President**

Next Meeting:

Thursday, September 19, 2013
Central Library
515 Pine Street
5:15 p.m.

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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair
John Van Dyck, Vice-Chair
Corrie Campbell, Erik Hoyer, Patrick Williams

EDUCATION & RECREATION COMMITTEE

Thursday, August 15, 2013

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

Green Bay, Wisconsin

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY
TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA.**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 1, 2013.

Comments from the Public

1. Review minutes of:
 - a. Library Board (June 20, 2013).

Museum

2. Attendance and Admissions – July, 2013.
3. Attendance – 5 Year Span.
4. Sales Report.
5. Marketing Survey Report.
6. Resolution re: To Appropriate Excess Fund Balance for Museum Planning.
7. Budget Adjustment 13-63: Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
8. Director's Report.

Park Management & New Zoo

9. Parks Budget Status Financial Report for June, 2013.
10. Action to approve new private access for Reforestation Camp.
11. Budget Adjustment No. 13 – 68: Category 2: Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.
12. Budget Adjustment No. 13 – 69: Category 5: Increase in expenses with offsetting increase in revenue.
13. Parks Division - Assistant Director Report.
14. Zoo Budget Status Financial Report for June, 2013.

15. Zoo Budget Status Financial Report for July, 2013
16. Operations Reports for June and July, 2013.
 - a.
 - i. Admissions, Revenue, Attendance Report.
 - ii. Gift Shop, Mayan Zoo Pass Revenue Report.
 - b. NEW Zoo Education & Volunteer Programs Reports for May and June, 2013.
 - c. Zoo Animal Collection Report for June and July, 2013.
 - d. Zoo Director's Report.

Golf Course

17. Budget Status Financial Report for June, 2013.
18. Approve request from Thomas Paplham to purchase a bench in memory of long time Brown County Golfer Bob Prieto.
19. Superintendent's Report.

Library

20. Budget Status Financial Report for June, 2013
21. Library Report.

Resch Centre/Arena/Shopko Hall - No agenda items

Other

22. Audit of bills.
23. Such other matters as authorized by law.
24. Adjourn.

John Vander Leest, Chair

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AUGUST 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 5:30 pm	8 Executive Cmte 6:00 pm	9	10
11	12	13	14	15 Ed & Rec 5:30 p.m.	16	17
18	19	20 Veterans Recognition Subcommittee 5:00	21 Grievance Session/Board of Supervisors 7:00 pm	22 Admin 5:00 pm	23	24
25	26 Land Con 6:00 pm PD&T 6:15 pm	27	28 Human Svc 6:00 pm	29 Special Board of Sup Grievance Hearing	30	31

SEPTEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day <i>County Board Office Closed</i>	3	4 Public Safety 5:30 pm Listening Session 6:30 pm	5 Ed & Rec 5:30 pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12 Listening Session 6:30	13	14
15	16	17 Vets Recognition Subcommittee 5:00 pm	18 Board of Supervisors 7:00 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Svc 6:00 pm	26 Admin 5:00 pm	27	28
29	30 Special Board of Sup Grievance Hearing					

BROWN COUNTY COMMITTEE MINUTES

- Planning Commission Board of Directors (June 5, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 5, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	John Klasen	<u>X</u>
James Botz	<u>X</u>	Michael Malcheski	<u>X</u>
Paul Brewer	<u>X</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>Exc</u>	Scott Puyleart	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>Abs</u>
Steve Gander	<u>Abs</u>	Steve VandenAvond	<u>X</u>
Adam Gauthier	<u>X</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>
Dotty Juengst	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: Lisa J. Conard, Lee Novak from Robert E. Lee, Cole Runge, and Peter Schlein.

1. Approval of the minutes of the May 1, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by D. Juengst, to approve the minutes of the May 1, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Sewer service area (SSA) amendment proposing the addition of 53.7 acres to the Hobart SSA.

P. Schlein opened the public hearing and provided a PowerPoint presentation.

The area to be added is shown on the map. The area, if added to the SSA, is to become residential and commercial. The land is adjacent to Centennial Center in Hobart:



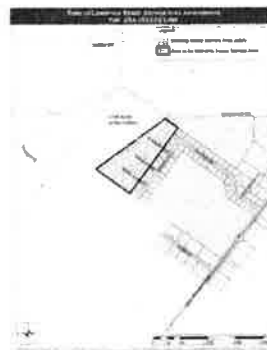
Lee Novak, representing the petitioner, stated he was available to answer questions.

P. Schleinz asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

3. **Public Hearing:** Sewer service area amendment proposing the addition of 17.3 acres to the Lawrence SSA.

P. Schleinz opened the public hearing and provided a PowerPoint presentation.

The area to be added is shown on the map:



P. Schleinz clarified that this property was west of US 41.

P. Schleinz asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

4. Sewer service area amendment proposing the addition of 53.7 acres to the Hobart SSA. (SSA 2013-01 HOB)

P. Schleinz noted that Brown County Planning Commission staff recommends approval of the addition of 53.7 acres to the Hobart SSA, subject to the following conditions:

1. Implementation of proper erosion control and stormwater management best management practices at the time of development of the subject areas.

M. Malcheski asked if there was enough capacity.

P. Schleinz stated yes.

R. Woodward asked about the absence of a “swap”.

P. Schleinz reviewed the remaining acreage available for future amendments after credits and stated a swap was not needed.

Area	Acreage Available from Previous Amendment*	Credit for New Development since Previous Amendment	Acreage Used for Current Amendment	Credit for Existing ESAs in Current Amendment	Credit for Existing Development in Current Amendment	TOTAL REMAINING ACREAGE for Future Amendments
Area to be Added	47.3	43.1	-53.7	7.4	15.6	59.7
TOTAL ACRES	47.3	43.1	-53.7	7.4	15.6	59.7 acres

S. VandenAvond asked why, in general, the expansion of SSAs isn't more extensive.

P. Schleinz stated that the SSA prevents scattered growth.

S. VandenAvond asked where does the money come from (for improvements)?

P. Schleinz stated the developer and the municipality work out an agreement.

Examples were given.

J. Klasen stated that in the Town of Lawrence, the improvements are paid for by the town and as lots are sold, the developer reimburses the town. Sunsets of three to five years are in place in the event lots do not sell.

S. Grenier stated the City of Green Bay may have the developer pay for the improvements (under Wisconsin Act 32 and exempt from prevailing wage) and dedicate the facilities to the city. Other methods are used as well.

D. Juengst asked about erosion control and stormwater management oversight.

P. Schleinz stated the Village of Hobart has an ordinance and will review for compliance.

D. Robinson asked about the 7.4 acre ESA credit.

P. Schleinz stated the village will not be penalized with 7.4 acres as the area is not buildable.

A motion was made by R. DeGrand, seconded by J. Klasen, to approve the SSA amendment proposing the addition of 57.3 acres to the Hobart SSA. Motion carried unanimously.

5. Sewer service area amendment proposing the addition of 17.3 acres to the Lawrence SSA. (SSA 2013-02 LAW)

A motion was made by J. Klasen, seconded by A. Gauthier, to approve the SSA amendment proposing the addition of 17.3 acres to the Lawrence SSA. Motion carried unanimously.

6. Discussion and action concerning support for Green Bay Metro as the Designated Recipient for the Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay Urbanized Area.

C. Runge stated that new federal transportation law Moving Ahead for Progress in the 21st Century (MAP-21) combined the Section 5310 and New Freedom Programs to create the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. This new program is still designed to enhance mobility for seniors and people with disabilities, and the activities that were eligible for funds under the former Section 5310 and New Freedom continue to be eligible activities under the new program. However, WisDOT has decided that it will not administer the new 5310 Enhanced Mobility Program in the Green Bay Urbanized Area or in other urbanized areas in Wisconsin that exceed 200,000 people. This means that a local administration process must be developed by the MPO and local public transit operator (Green Bay Metro) to allow the funds associated with the new program to be distributed in the Green Bay area.

The first step in developing a locally-administered Section 5310 Enhanced Mobility Program is identifying a Designated Recipient that will act as the fiscal agent for the program. According to representatives of WisDOT and the Federal Transit Administration (FTA), the most appropriate Designated Recipient in the Green Bay area would be Green Bay Metro because of Metro's experience with similar federal funding programs. Metro's administrative staff agreed that this arrangement would be appropriate during a meeting with MPO staff, and the Green Bay Transit Commission approved the identification of Metro as the Section 5310 Enhanced Mobility Program's Designated Recipient in May.

After a Designated Recipient is identified and approved by the BCPC Board of Directors and Green Bay Transit Commission, the next step will be to develop a memorandum of understanding (MOU) between the BCPC and Metro that identifies each organization's administrative responsibilities for the program. This MOU will be presented to the BCPC Board of Directors and Green Bay Transit Commission after a draft is developed by staff.

MPO staff requests that the BCPC support Metro as the Designated Recipient for the Green Bay Urbanized Area's Section 5310 Program.

S. VandenAvond asked what other programs Green Bay Metro manages that are similar to Section 5310.

C. Runge stated that Metro staff manages operating and capital programs that require similar responsibilities as Section 5310.

S. VandenAvond asked if there was an alternative to Metro becoming the Designated Recipient.

C. Runge stated that the Designated Recipient could be another agency or the MPO. However, the Designated Recipient must establish an account in which to pay the awards to the approved program applicants. This would require a considerable amount of work. Metro already has many of the needed resources in place.

D. Robinson asked if Red Cross, an annual applicant, would apply to Green Bay Metro for the funds instead of WisDOT.

C. Runge stated that entity to which applicants apply would be outlined in the Memorandum of Understanding (MOU) between the Brown County Planning Commission (MPO) and Green Bay Metro. Establishing the MOU is the next step in the program development process.

D. Robinson asked if Green Bay Metro will receive funding to administer the program if established as the Designated Recipient.

C. Runge stated that Metro is entitled to 10% of the allocation to cover administrative costs. C. Runge stated that it is projected that the urbanized area will receive \$155,000 per year over the next two years for the program.

D. Juengst asked if Metro could apply for the funds and if it was fair that they would be administering the program and be a program applicant.

C. Runge stated that Metro would be eligible. He also stated that the recipient coordination and management plan that is being developed for the program will recommend that financial awards be approved by an entity that cannot apply for the funds. An example of an entity that cannot apply for the funds is BCPC, so it would make sense for the BCPC Board of Directors to approve the program's financial awards.

C. Runge stated that the MOU and recipient coordination and management plan will be brought to the commission for approval in the near future.

D. Juengst asked about Green Bay Metro's paratransit program and the contracted service area that was implemented several years ago. Could the area be expanded under 5310?

C. Runge stated that around 2005, Metro reduced its paratransit boundary from the municipal boundary of participating municipalities to $\frac{3}{4}$ of a mile from each fixed bus route, which is the minimum allowed by the Americans with Disabilities Act (ADA). It is not likely that the area could be restored.

C. Runge stated that both capital and operating expenses are eligible for 5310 program funds.

S. Grenier asked how the \$155,000 was determined.

C. Runge stated that he does not know how the funds were assigned to large urbanized areas under this program, but WisDOT typically uses a formula that would allow all the TMAs to receive their shares based on criteria such as population. In the past, urban area entities would need to compete on a statewide basis, with no guarantees. Now, as a TMA (an area over 200,000 population) the urban area is given a set amount each year.

C. Runge asked Lisa Conard to compare the \$155,000 annual direct allocation with past awards.

L. Conard stated Red Cross has typically asked for one to three vehicles per year. The average vehicle would draw \$40,000 from the program. The direct allocation of \$155,000 would exceed the amount typically applied for by entities in the urban area.

A motion was made by S. Grenier, seconded by R. DeGrand, to support Green Bay Metro as the Designated Recipient for the Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay Urbanized Area. Motion carried.

7. Recognition of Appreciation Award received by Lisa J. Conard from Green Bay Metro.

C. Runge informed the commission that staff member Lisa Conard received an appreciation award from Green Bay Metro. He also commended L. Conard for the work she has done for Metro for more than 24 years.

A motion was made by D. Robinson, seconded by B. Erickson, to receive and place on file. Motion carried.

8. Brown County Planning Commission staff updates on work activities during the month of May 2013.

A motion was made by B. Erickson, seconded by R. Tauscher, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of May 2013. Motion carried.

9. Other matters.

N. Dantine stated that the July meeting of the BCPC Board of Directors is cancelled unless pressing issues arise.

10. Adjourn.

A motion was made by A. Gauthier, seconded by P. Hilgenberg, to adjourn. Motion carried. The meeting adjourned at 7:04 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 5, 2013**

May 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended the Brown County Planning Commission Board of Directors meeting the evening of May 1.
- Continued to research, author, and analyze background materials for the Brown County Research and Technology Park feasibility report.
- Researched the recently announced WHEDA Veterans High Impact Program which has \$600,000 in housing tax credits for applicability to the Cardinal Capital's veterans' housing project.
- Attended a De Pere City Council meeting to discuss the next steps in the Southern Bridge and arterial EIS development process.
- Attended the Advance Municipal Issues meeting on May 2 and discussed the Planning Department's intent to develop a web based application to assist businesses in finding information regarding Brown County community business and industrial park information.
- Attended the meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board the evening of May 29.
- Conducted staff meetings.
- Attended the Planning, Development and Transportation Committee meeting to present a resolution for creation of the Bay-Lake Regional Economic Development Revolving Loan Program the evening of May 20.
- Attended and presented at the annual Brown County Department of Public Works – Highway towns meeting the evening of May 20.
- Attended the National American Planning Association conference in Chicago, Illinois held April 13 through April 17.
- Attended the Airport Development Committee meeting on May 9.
- Met with staff and legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund (RLF) loan.
- Coordinated with legal counsel for the collection of \$100,000 as settlement with Ashwaubenon Creek, LLC for a Brown County economic development RLF loan.
- Attended a Bay-Lake Regional Economic Development Revolving Loan Committee meeting on May 14.
- Met with Library staff to discuss GIS market data for the library system and other planning efforts.
- Prepared financial information for submittal of a Brown County Capital Improvements Plan item for development of the Brown County Research and Technology Business Park at the Brown County Farm property.
- Attended and served as a Brown County representative advisor for the City of Green Bay Downtown Plan committee the evening of May 16.
- Attended the Brown County Executive Committee meeting the evening of May 6 regarding the vacant Survey Crew Chief position.
- Met with Airport and Planning staff twice to discuss strategy and data and mapping needs for economic development activity on Airport property.

- Assisted with coordination efforts for contracting with GIS volunteer for survey record system update.
- Met with Brown County Information Services staff to discuss fiber optics project for the Brown County Research and Technology Business Park.
- Coordinated with Brown County Human Resources staff regarding vacant Secretary III position.
- Coordinated with Brown County information Services for several work projects that were not completed satisfactorily.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Participated in an MPO Directors quarterly meeting in Madison.
- Made revisions to the Purpose and Need, Coordination Plan, and Impact Assessment Methodology elements of the Environmental Impact Statement (EIS).
- Facilitated an EIS Lead Agencies meeting with representatives of the BCPC, WisDOT, and Federal Highway Administration (FHWA).
- Reviewed traffic model outputs from WisDOT for the Interstate Access Justification Report (IAJR).
- Developed an EIS chronology that summarizes major events and meetings during the EIS development process.
- Developed a PowerPoint presentation for an EIS update to the De Pere City Council. Also presented the update to the council and answered questions.
- Presented an EIS update to the Howard, Hobart, Ashwaubenon, Lawrence, and Oneida (HHALO) organization and answered questions from the meeting participants.
- Identified and collected data for the MPO's transportation system performance measures.
- Participated in a meeting of the Green Bay Metro Transit Development Plan (TDP) workgroup.
- Met with Green Bay Metro administrative staff and the County Transportation Planner I to discuss administrative arrangements for the federal Section 5310 Enhanced Mobility Program.
- Developed a staff report to the Green Bay Transit Commission concerning the identification of a Designated Recipient (DR) for the federal Section 5310 Enhanced Mobility Program. Also presented the report to the Transit Commission and answered questions.
- Developed a staff report to the BCPC Board of Directors concerning the identification of a Designated Recipient (DR) for the federal Section 5310 Enhanced Mobility Program.
- Developed a draft of the Recipient Coordination and Management Plan for the Section 5310 Enhanced Mobility Program that must be completed and submitted to the Federal Transit Administration (FTA).
- Reviewed population and household control totals for the Northeast Region Travel Demand Model and sent comments about them to WisDOT and WisDOT's consulting firm for the project.
- Prepared for and participated in a meeting with BCPC staff about the Brown County Research and Technology Park. Also developed additional cost estimates for the park's transportation and other infrastructure.
- Revised MPO staff's proposed modifications to the urbanized area's functional classification system and submitted the proposed modifications to WisDOT's Northeast Region Office to forward to WisDOT's Central Office for review.

- Prepared information for the MPO's mid-year meeting with WisDOT and FHWA. Also presented the information during the meeting and answered questions from the WisDOT and FHWA representatives.
- Developed the agenda for the June meeting of the Brown County Transportation Coordinating Committee (TCC).

The recent major planning activities of Aaron Schuette, Principal Planner:

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Continued to coordinate with the Wisconsin Department of Administration (WDOA) and the Northeastern Region counties regarding the CDBG-Housing program.
- Coordinated with the Corporation Counsel's Office to complete a draft cooperative agreement for the Northeastern CDBG-Housing Region counties.
- Gave a presentation on the CDBG-Housing program to the Allouez Economic Development Committee on May 3.
- Continued to add potential CDBG-Housing applicants to the program waiting list.
- Met on site at the Suamico groundwater monitoring well with USGS staff to review monitoring procedures on May 3.
- Completed a draft of the demographic, economic, and housing data for Chapter 1 – Issues and Opportunities of the Suamico Comprehensive Plan Update.
- Completed and submitted a CDBG-PF grant application to the Wisconsin Economic Development Corporation on behalf of the Town of Holland for a new community center.
- Attended the 2013 National Brownfields Conference in Atlanta May 14-17 through the EPA Brownfields Assessment Grant.
- Prepared and received a six-month extension to the U.S. EPA Brownfield Grant to complete assessment at the former Engine Core building in Howard.
- Prepared a proposal to the Town of Rockland for an update to their comprehensive plan.
- Attended and presented at the Town of Eaton Planning Commission on the evening of May 7 regarding the Working Lands Initiative zoning requirements.
- Met with Brown County Information Services on May 10 to discuss fiber optic plans around the County Farm property.
- Attended and presented the BCPC local assistance program at the Brown County Towns meeting at the Brown County Public Works Department on the evening of May 20.
- Worked with Brown County Property Listing, Zoning, and a private surveying company to assist a property owner in Green Bay with a floodplain issue.
- Participated in a conference call with Village of Allouez staff regarding the next steps for their comprehensive plan update on May 22.
- Participated in a WHEDA tax credit workshop at Neighborworks Green Bay on May 23.
- Worked with UW-Extension to advertise a planning commissioner training opportunity set for May 30.
- Met with the Eaton Town Chairman to discuss the Working Lands Initiative and other planning/zoning issues on May 24.
- Printed two Town of Rockland Zoning maps for the Town.
- Printed two aerial photos of the Pulaski Disc Golf Course for the Village.
- Assisted 50 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during May.
- Assisted the Village of Pulaski with a sign ordinance issue.
- Prepared a sample Institutional Zoning district for the Town of Holland.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 11 new certified survey maps (CSMs). Completed review of 9 CSMs.
- Completed review of two subdivision plat pre-submittal consultations, one preliminary subdivision plat, and three final subdivision plats.
- Completed review of two CSM reviews for the cities of Green Bay and De Pere.
- Responded to three public Water Quality Letter requests.
- Began or completed five environmentally sensitive area (ESA) amendments.
- Began or completed two sewer service area (SSA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Ledgeview, Town of Scott, Village of Ashwaubenon, Village of Bellevue, Village of Howard, and City of Green Bay among other smaller projects.
- A Village of Suamico ESA plan correction to update steep slope setback lines in order to allow residential development on Lot 7 of the Wynding Ridge subdivision. The plan correction was reviewed by BCPC staff on April 23 (after the April staff activities report was written).
- A Village of Suamico ESA plan correction to update navigable waterway, wetland, and steep slope setback lines in order to allow residential development on Lot 29 of the Bay Port Heights subdivision. The plan correction was reviewed by BCPC staff on April 23 (after the April staff activities report was written).
- A Village of Ashwaubenon ESA amendment to allow fill to be placed within a steep slope in exchange for mitigated wetland within outlot 2 of the proposed Woods Edge subdivision. The placement of fill was suggested by the WDNR in order to preserve an area of wetland. Confirmation of water quality was overseen by the WDNR, while the establishment of any mitigated wetland was overseen by BCPC staff. The ESA amendment was reviewed by BCPC staff on April 26 (after the April staff activities report was written).
- A Village of Suamico ESA plan correction to update wetland setback lines in order to allow residential development on Lot 1 of the Cedar View Estates subdivision. The plan correction was reviewed by BCPC staff on May 17.
- A Village of Hobart SSA amendment to add 53.7 acres to the SSA for residential and commercial development near Centennial Centre. The SSA amendment will be reviewed by the BCPC Board of Directors on June 5.
- A Village of Hobart SSA amendment to add 17.3 acres to the SSA for residential development near Hemlock Creek Elementary School. The SSA amendment will be reviewed by the BCPC Board of Directors on June 5.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- Continued the organization and development of an update to the SSA portion of the Brown County Sewage Plan. This is a major project and a significant amount of work is underway as a specific amount of grant funding must be spent during the remainder of calendar year 2013.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions

pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued preparing the *2014-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Researched various program details/changes as a result of the new transportation law, MAP-21.
- Finalized *Major Amendment #2 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared and submitted final amendment materials to FHWA, FTA, and WisDOT.
- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
- Began data collection for the May edition of the Green Bay Metro quarterly route review. All of Metro's full service fixed routes will be evaluated.
- Reviewed WisDOT staff comments regarding the functional classification for Brown County.
- Assisted the Principal Planner in collecting data for the Environmental Impact Statement document.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Completed the Position Description Questionnaire (PDQ) for the Planner I position at the request of the Human Resources Department. This will be included in the county's Wage Comparability Study.
- Viewed Webinar entitled *Making the most of the Transportation Alternatives Program*.
- Attended the WisDOT NE Region Local Transportation Funding Symposium on May 1.
- Attended a portion of the Green Bay MPO mid-year meeting with FHWA and WisDOT staff to discuss the TIP Amendment process.
- Participated in the Green Bay Transit Commission meeting on May 15.
- Attended the Brown County Planning Commission Board of Directors meeting the evening of May 1. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued looking into the feasibility and cost of flying aerials in 2014.
- Purchased 3-seat license of Esri's Community Analyst subscription to be shared with Advance.
- Attended and presented at a meeting with the Planning, Development and Transportation Committee and the local towns.
- Attended and presented at the WLIA conference in Wausau and the GIPAW conference in La Crosse.
- Produced mailing maps for pending conventional private onsite wastewater treatment systems for Zoning Department.
- Assisted with hiring intern.
- Assisted with hiring survey contractor.
- Built more scripts on the GIS server to ensure the services are running 24/7.
- Met with staff from the Land and Water Conservation Department to go over GIS needs.
- Continued discussions with the state Land Information Officers Network (LION) regarding legislative proposals.

- Continued working with Information Services and the software vendors on various computer issues.
- Continued to assist with the Business Park web mapping system.
- Produced large prints for the District Attorney.
- Provided GIS data and other services to Omni Engineering, GEI Consultants, REL & Associates, CoreLogic, CityWatch, many of the local municipalities, and others.
- Continued training the GIS Technician.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Completed the Personnel Description Questionnaire.
- Began MPO Performance Measure reports for:
 - Bridges, Interchanges and Overpasses
 - Gathered data to examine each project during the planning and design phases to ensure that appropriate bicycle and pedestrian facilities are included.
 - Joined state data to the bridge points created by Brown County Public Works Department staff for further analysis.
 - Began writing the final report.
 - Condition of Transportation Infrastructure
 - Gathered data to analyze the condition of all functionally classified roads in the Urbanized Area that had a PASER rating of less than or equal to 4.
 - Organized and overlaid data to identify specific areas for analysis.
 - Began creating maps and a final report on the findings.
- Completed the selection, interviewing, and hiring of our summer planning intern.
- Updated the Green Bay Metro Route Guide in coordination with Green Bay Metro staff.
- Updated the Packer Game Day Route brochures in coordination with Green Bay Metro staff.
- Updated various web pages for the Planning Department as needed.
- Assisted in updating the TIP document with the Transportation Planner I.
- Created new maps for requested Environmental Impact Statement revisions.
- Assigned addresses as requested.
- Participated in the regular staff meetings held every other Thursday morning.
- Participated in a GIS staff meeting on May 7.
- Met with Airport staff to discuss development of airport property on May 7.
- Conducted interviews for summer intern position on May 20 and May 21.
- Attended a webinar with MPO staff on May 22.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Met with staff from various departments and software vendor Esri over the course of three days to plan for future GIS implementations.
- Met with Airport staff to determine GIS needs for Airport economic development sites.
- Met with Library staff to help determine Library GIS needs and ways to expand services and increase use.
- Worked with Zoning Department staff to assess mobile GIS application needs.
- Created Neshota Park public display maps for the Assistant Park Director to use at Friend of the Park public meeting.

- Assisted Brown County Risk Manager with floodplain mapping for Brown County Golf Course.
- Assisted District Attorney's Office with maps for criminal trial.
- Created membership and site location maps for the YMCA.
- Continued to assist with the Business Park web mapping system.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within County GIS enterprise system.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.